



**College Affairs Committee**

Friday, May 10, 2024

10:00 – 11:30am

**Virtual Zoom Meeting**

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/99550135827>

Dial up: 669-444-9171 | Meeting ID: 995 5013 5827

**1. Old Business**

- a. Review minutes from April 12, 2024 meeting – Josh Evans
- b. Proposal to Increase HHPA Course Fees for Mt. Bachelor Access, 2<sup>nd</sup> Reading – Shannon Waller and Tony Russell
- c. Proposal for Inclusive Course Fees for Fall 2024 Term – 2<sup>nd</sup> Reading, Frank Payne
- d. G-31-8.4.1 Proceeds Received from the Sale of Surplus Property, 1<sup>st</sup> and 2<sup>nd</sup> Reading – Sharla Andresen
- e. Proposal to Increase Fees for Automotive Technology Courses, 1<sup>st</sup> and 2<sup>nd</sup> Reading – Jared Green

**2. New Business**

- a. Proposed Updates for Human Resources' Policies and Procedures, 1<sup>st</sup> Reading – Rachel Knox
- b. Reschedule June 14 College Affairs Meeting? – Kyle Matthews
- c. Discussion Item: Next Year's Committee Chair

Next Meeting: Friday, June 14, 2024, 10:00 – 11:30 a.m. (unless otherwise scheduled) via Zoom



Date: April 12, 2024

Time: 10:00 – 11:30am

Location: Zoom meeting

Attending	Absent	Guests
Tim Peterson, Interim Chair	Kara Rutherford, Chair	Frank Payne
Nicholas Recktenwald	Tracey Crockett	Shannon Waller
Sara Henson	Allison Dickerson	Mindy Williams
Erin Foote Morgan	Josh Evans	Sharla Andresen
Laurie Chesley, COCC President	Ivy Sotelo	Jared Green
Kyle Matthews, Recorder		

Meeting called to order at 10:00 am.

1. Old Business

- a. Minutes from March 8, 2024 – Tim Peterson
  - No questions or comments regarding the minutes.
- b. Proposal to Increase HHPA Course Fees for Mt. Bachelor Access, 2<sup>nd</sup> Reading – Shannon Waller and Tony Russell
  - Due to lack of quorum, Peterson suggested tabling this matter until the next CAC meeting.
- c. Proposal for Inclusive Course Fees for Fall 2024 Term, 2<sup>nd</sup> Reading – Frank Payne
  - Due to lack of quorum, Peterson suggested tabling this matter until the next CAC meeting.
- d. Discussion Item: Generative Artificial Intelligence (GenAI) in Higher Education – Tim Peterson and Ivy Sotelo
  - Peterson said he had not had a chance to communicate with Sotelo outside of a short email correspondence. His plan was to start recruiting members for the proposed taskforce in the coming week. He invited input and feedback from the other CAC members. He felt the taskforce did not need to be large, but should embody the entirety of the college’s personnel. He suggested recruiting two members each from the faculty, administrators, classified staff and students, with Peterson and Sotelo co-chairing the taskforce. Peterson had received a lot of interest from individuals who wanted to be on the taskforce, but he did not feel comfortable choosing people on his own, and instead suggested each individual body appointment their own representatives. He planned to reach out to the Faculty Senate and the Classified Association, and to ask Sotelo to reach out to the ASCOCC. Peterson asked who would be most appropriate to contact from the administrators.
    - While COCC’s administrators do not have organized leadership as other groups do, Chesley suggested contacting Andrew Davis, Director of Student/Campus Life, as he has organized meetings for administrators in the past.
    - Recktenwald suggested including Lindsey Buccafurni, Assistant Director of Student Life, in his correspondence with the ASCOCC as she serves as their advisor.
  - Once a taskforce is formed, Peterson’s goal is to coordinate three meetings before the end of the academic year. There seemed to be a misunderstanding of Annemarie Hamlin’s proposal as several individuals interested in the taskforce were under the impression that the taskforce



would be writing official college policies on GenAI. Peterson wanted to make it clear that the taskforce was not being charged to write policies, but to develop strategies to help foster effective policies and procedures for GenAI use in the future. Peterson wanted those interested in volunteering for the taskforce to understand that it would require extensive work, research and education on their part, particularly over the coming summer term.

- Foote Morgan suggested Peterson keep a list to all of the research he had compiled thus far.
  - Peterson concurred and suggested that the taskforce could eventually evolve into an advisory committee. As GenAI becomes more pervasive across COCC, there may be a need for a dedicated group that can advise other college groups on GenAI policies and procedures.
- In terms of timelines, Peterson's goal was for the taskforce to complete their goals by the time of this meeting next year and present their findings to the CAC. He expected to have another update for the CAC during their final meeting for the academic year (June) and then following up during the coming Fall and Winter terms.
- Henson suggested Peterson establish meeting dates for the taskforce while recruiting as Spring term can be very busy. In her experience, it is easier to find volunteers who can make it to meetings if their dates are chosen in advance.
  - Peterson concurred.
- Hanson asked if there was a clear charge for the taskforce.
  - Peterson had drafted a charge that he would discuss with Sotelo and then the taskforce, but he was considering discussing it further with the taskforce during their first meeting. Based on what he read from Hamlin's proposal, he drafted a charge to develop a strategy that would foster effective policies and procedures toward an innovative, informed and responsible culture of GenAI at COCC. He expected the end product of the taskforce to be guidelines for how to work with GenAI across the college, so if a specific department wants to create their own policy on the matter, the taskforce would have created resources to help guide that policy.
  - Recktenwald suggested creating a few goals or outcomes for the taskforce in order to help each group at COCC select appointees.
- Peterson planned to have an update for the CAC at their next meeting.

## 2. New Business

### a. Discussion Item: Proposed Updates to the Review and Support Committee's (RSC's) General Procedure Manual (GPM) Description – Mindy Williams

- Williams had included a copy of the standing version of the GPM description of the RSC in the meeting packet as there were several changes included in the proposal. In their most recent negotiation, they revised the RSC's charge and description to match the collective bargaining agreement (CBA). Since this is a faculty related committee, it was presented to the Faculty Forum and the Chairmoot for feedback, and the Faculty Senate for review and approval. It was now being presented to the CAC for feedback before changes can be officially be made to the GPM. Their intention was to align their current practices with that of the CBA, which will always take precedent over the GPM, so any changes to the CBA article moving forward would also require changes to the GPM.



- Peterson asked whether these changes were only in relation to the faculty CBA, rather than the processes of the FSC.
    - Williams explained that the processes of the FSC are dictated by the CBA, so the CBA was intentionally revised to reflect this. Since the FSC is dictated by a contract, it should not be relying on the GPM to establish its procedures. The language in the GPM is meant to be an abbreviated version of the CBA.
  - Williams added that one change they made was for the RSC to have co-chairs. The Vice President of Academic Affairs (VPAA) would be an automatic co-chair and a member of the faculty would serve as the other co-chair. The reason is because, if the VPAA chooses to bypass the RSC process as allowed by the CBA, adding a co-chair could help avoid any potential conflicts within the RSC.
- b. G.21.8.4.1 Proceeds from Sale of Surplus Property – 1<sup>st</sup> Reading, Sharla Andresen
- This procedure had been presented last year by Payne in order to discontinue the Copy Center. However, it was recently discovered that this procedure had not been followed by COCC personnel as written, so it was brought presented to the CAC to be revised accordingly. COCC no longer has a Vice President of Administration, so the language was changed to Vice President of Finance and Operations (VPFO). Certain thresholds of dollars also do not need to be approved by the VPFO. Since Andresen oversees purchasing for COCC, it made sense for her position, Director of Risk Management, to oversee minimal surplusage of property that has no value and cannot be sold, donated or recycled. Andresen had been approving any property that was valued less than \$5,000, so part of the proposal was to grant the Director of Risk Management the responsibility to continue to do so.
    - Peterson asked why \$5,000 was the threshold.
    - Andresen explained that \$5,000 was considered de minimis (too trivial or minor to merit consideration) and suggested it could even be raised to \$10,000. She noted that similar policies at other institutions use either amount as their thresholds.
  - Henson asked whether Andresen or any other COCC personnel consults with the Sustainability Committee regarding surplus property.
    - Andresen said the Sustainability Committee had been reviewing COCC's policies regarding surplus property. Andresen was also working with Tina Hovekamp, Director of Library Services, to ensure the library was following these procedures. The college makes every effort possible to avoid sending any surplus property to the landfill. Andresen has also taken more sustainable approaches to new purchases, such as not buying new furniture if it is not necessary.
  - Peterson asked how COCC defines surplus property.
    - Andresen explained that any physical property that a faculty or staff member no longer wants, such as office furniture, is declared "surplus" and made available for other faculty or staff members to claim. If the property goes unclaimed or is declared no longer of use to the college, Andresen offers it to local schools to claim. If no schools are interested, Andresen determines whether the property has any value. Even if it is valued at \$1.00, Andresen would try to sell it. If the value is found to be higher (example: \$200),



Andresen would try to sell it to a local nonprofit organization or business that COCC regularly partners with. If that does not work, Andresen will try online resources like Craigslist or Facebook Marketplace to try to sell the property. Only as a last resort would the unwanted property be dismantled and either sold for scrap metal and/or sent to the landfill. The Campus Services department can also save any surplus wood if possible.

- Peterson asked how much surplus property Andresen deals with at one time.
  - Andresen said it depends on the day. Most of this work happens at the end of an academic year when many faculty members move out of their offices, as well as the beginning of a new academic year when faculty move in and decide they do not want something in their office. It also depends on what new classes might be coming into a classroom and what changes might need to be made to the room's inventory.
- In reading the proposal, Peterson noted that this policy would not apply to the motor pool, Bookstore, dining hall or residence hall.
  - Andresen confirmed this and explained that property from those departments is considered enterprise funds as they have different rules on what they can purchase. However, some of these departments have still opted to follow COCC's procedures. For example, when students prepare to move out of the residence hall at the end of the academic year and the residence hall coordinates a rummage swap, approval from Risk Management is not required.
- Due to lack of quorum, Peterson suggested tabling this matter until the next CAC meeting where it could have a first and second reading.

c. Proposal to Increase Fees for Automotive Technology Courses – 1<sup>st</sup> Reading, Jared Green

- Green explained that the Automotive Technology programs switched to a digital textbook, which has proven to work well for both students and faculty. However, the program also uses "course packs," which are printed workbooks that contain exercises for students to complete during their laboratory classes. This has proven difficult to do in a digital format and students have preferred having something to physically write on during these classes. The instructors have also found that students tend to test better when writing things down, therefore giving the program better retention. (This observation was purely anecdotal as no supporting data was available.) In the past, the course packs were printed through COCC's now discontinued Copy Center and sold at the Bookstore. The course packs are now printed through OfficeMax. Green noted that the copies printed by OfficeMax have a better quality than that of the Copy Center. Course pack booklets ranged from \$20.00 - \$30.00 in price from the Bookstore. They are currently being printed for \$12.00 - \$13.00 per copy from OfficeMax with an instructor picking them up from their location in Bend. Accounting for inflation and variation in costs, as well as the possibility of having the booklets shipped if no one can pick them up and deliver them to Madras or Prineville, the proposal was for a \$20.00 flat fee. This is still less than what a student would pay out-of-pocket to purchase course packs from the Bookstore.
- Peterson asked whether each automotive course includes one course packet.
  - Green confirmed.



- Peterson went on to summarize that the cost was not necessarily changing for the students, but rather they were paying an additional fee to take the course and receive their course packs from their instructors.
  - Green confirmed that this is a net zero change in terms of cost to students. He added that the program had tried offering a PDF for students to print on their own, but it turned out to not be an equitable procedure as not all students have easy or free access to printers.
  - Recktenwald noted that the Automotive department's assessment of their students' test scores being affected by how they complete assignments may warrant a more formal assessment.
    - Green concurred that it would be a good project to pursue when time allows.
  - Due to lack of quorum, Peterson suggested tabling this matter until the next CAC meeting where it could have a first and second reading.
- d. Reschedule June 14 College Affairs Meeting? – Kyle Matthews
- Due to lack of quorum, Peterson suggested tabling this matter until the next CAC meeting.

### 3. Confidential Business

- a. Discussion Item: Bart Queary Lifetime Achievement Award Nominations – Tim Peterson
- While there was a lack of quorum for this meeting, a decision needed to be made in order for Human Resources to have enough time to order the award plaque(s) with the winner(s)' names engraved. Some members of the committee who were unable to attend sent in their votes via email before the meeting. Using these emailed votes, along with those from voting members who were present, two winners were selected.

Motion to adjourn the meeting.

Motion made by Tim Peterson, seconded by Nick Recktenwald.

- Motion approved by all members present.

NEXT MEETING: Friday, May 10, 2024 at 10:00 a.m. via Zoom



Presentation/Proposal Form

HHPA - Mt Bachelor Fees
(Snowboarding I, II, and III/ Alpine Skiing I and II)

Name: Shannon Waller

Date: 2/20/24

Department: HHP

Contact Information: swaller@cocc.edu

- Complete Items 1-8 to the best of your ability...
If an item listed is not relevant...
E-mail the completed checklist...

1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

We are once again bringing back winter courses at Mt Bachelor which have been on a bit of a hiatus. After a lot of discussion we felt the best way moving forward is to attach Mt Bachelor fees as a course fee to allow students to use financial aid to cover the expense. For the 2024/25 season, Mt Bachelor will be charging \$440 for rentals, lifts, and other required expenses for the term.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
Action Item
Information and committee feedback
Procedure—revision (Attach current procedure with proposed changes highlighted using track changes.)
Procedure—new (Attach proposed procedure separately.)
Identify suggested location in General Procedures Manual:

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: **course fee** \_\_\_\_\_

### **3. BUDGET IMPACT**

HHPA 170 Snowboarding I  
HHPA 171 Snowboarding II  
HHPA 172 Snowboarding Freestyle  
HHPA 178 Ski Alpine I  
HHPA 179 Ski Alpine II

### **4. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

There will be no instructional impact of this change.

### **5. OPERATIONAL IMPACT**

Fees to be increased:

HHPA 170 Snowboarding I  
HHPA 171 Snowboarding II  
HHPA 172 Snowboarding Freestyle  
HHPA 178 Ski Alpine I  
HHPA 179 Ski Alpine II



## **6. STUDENT IMPACT**

The increased fee would allow the students wanting to take HHP activity courses: snowboarding or apline skiing and be able to use financial aid to cover Mt Bachelor fees.

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2024

## **8. MOTION TO BE RECOMMENDED**

Recommend an increase of course fees of \$440 for the following courses:

HHPA 170 Snowboarding I  
HHPA 171 Snowboarding II  
HHPA 172 Snowboarding Freestyle  
HHPA 178 Ski Alpine I  
HHPA 179 Ski Alpine II

Also recommend that if in the future, any third party (Mt Bachelor) increase their fees, that the HHP department be able to automatically adjust the fees accordingly without having to come to College Affairs Committee for approval.



## Presentation/Proposal Form

### Inclusive Access Course Fees

Name: Frank Payne

Date: 03/01/2024

Department: Bookstore

Contact Information: fpayne@cocc.edu

- ❖ Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Similarly to what has already been approved in previous terms, this proposal is to offer instructor approved course materials through Inclusive Access beginning Fall 2024 term for the courses listed below. Rather than purchasing textbooks directly, students would pay a course fee and their course materials would be delivered through Canvas on the first day of class.

Using Inclusive Access reduces textbook costs for students and allows students who can afford courses, but do not have access to bookstore credit, to have their course materials available on the first day of their classes. Inclusive Access also saves the college money, since using Inclusive Access removes the need for physical course material adoptions, so the college does not need to pay for shipping for orders or returns.

The College pays the publisher for the digital materials delivered via the course fees collected, which is based on enrollment in each class.

#### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
  - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    - Identify suggested location in manual:
  - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
  - Other:

### 3. BUDGET IMPACT

BA 177 - \$135.00 Course Fee  
BA 178 - \$45.00 Course Fee  
CIS 120, 125A & 131 - \$129.99 Course Fee  
ES 211 - \$22.98 Course Fee (For two books)  
HST 201 - \$22.00+ existing course fee of \$50.00 (Now two Books Total)  
HST 202 - \$44.00+ existing course fee of \$50.00 (Now three Books Total)  
HST 203 - \$22.00+ existing course fee of \$50.00 (Now two Books Total)  
HST 206 - \$30.00 Course Fee (For two Books)

HS 260 - \$85.00 Course Fee  
PSY 215 - \$80.00 Course Fee  
PSY 228 - \$60.00 Course Fee  
PSY 233 - \$37.00 Course Fee

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

*List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)*

N/A

### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

### 6. OPERATIONAL IMPACT

N/A

## **7. STUDENT IMPACT**

BA 177 - \$135.00 Course Fee  
BA 178 - \$45.00 Course Fee  
CIS 120, 125A & 131 - \$129.99 Course Fee  
ES 211 - \$22.98 Course Fee (For two books)  
HST 201 - \$72.00: adding \$22.00 to existing course fee of \$50.00 (Now two Books Total)  
HST 202 - \$94.00: adding \$44.00 to existing course fee of \$50.00 (Now three Books Total)  
HST 203 - \$72.00: adding \$22.00 to existing course fee of \$50.00 (Now two Books Total)  
HST 206 - \$30.00 Course Fee (For two Books)  
HS 260 - \$85.00 Course Fee

PSY 215 - \$80.00 Course Fee  
PSY 228 - \$60.00 Course Fee  
PSY 233 - \$37.00 Course Fee

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2024

## **9. MOTION TO BE RECOMMENDED**

Approval of recommended course fees.

Allow for up to 20% increase to individual course fees each year without approval.



## Presentation/Proposal Form

### G-31-8.4.1 Proceeds Received from the Sale of Surplus Property

Name: Sharla Andresen

Date: 3-6-24

Department: Risk Management/Contracts/HR

Contact Information: sandresen@cocc.edu x7208

- ❖ Complete Items 1-9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it N/A.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

It is requested that the highlighted changes be made to G-31-8.4.1 Proceeds Received from the Sale of Surplus Property to bring the Policy inline with current College practice. Please see attached.

#### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
- Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    - Identify suggested location in manual:
  - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
  - Other:

### **3. BUDGET IMPACT**

There are no budget impacts related to this request.

### **4. IMPACTED DEPARTMENTS AND/OR PROGRAMS**

*List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)*

There are no department or programs impacted by this request.

### **5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

There are no Instructional requirements/impacts related to this request.

### **6. OPERATIONAL IMPACT**

This request would bring the policy inline with current operational practices.

## **7. STUDENT IMPACT**

There are no student impacts related to this request.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

The requested changes have been in operation since 2020.

## **9. MOTION TO BE RECOMMENDED**

Motion to approve the requested changes to G-31-8.4.1 Proceeds Received from the Sale of Surplus Property to bring the Policy inline with current College practices.

## **G-31-8.4.1 Proceeds Received from the Sale of Surplus Property**

The proceeds received from the sale of goods and/or services belong to the College as a whole and not specifically to a particular area or Department of the College. All sales of surplus College property with a value greater than \$5,000 must be approved in advance by the Vice President for ~~Administration~~ Finance and CFO. All sales of surplus College property with a value less than \$5,000 must be approved in advance by the Director of Contracts and Risk Management. As a general rule, all such proceeds shall be receipted into miscellaneous income in the General Fund. The following exceptions allow for the receipt of funds from the sale of surplus property into an enterprise or auxiliary fund of the College:

1. Sale of equipment used in operation of the motor pool, bookstore, cafeteria, or residential hall, ~~or COCC copy center.~~
2. Sale of parts and services associated with the automotive program's repair activities.
3. Sale of surplus library books.
4. Other activities specifically approved by the President.

The provisions of this section do not apply to the sale of educational or training services.





## Presentation/Proposal Form

Add Title Here

Name: Jared Green

Date: 3/21/24

Department: Automotive Technology

Contact Information: Jgreen9@cocc.edu 541-383-7422

- ❖ Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

We are in need of raising the course fee in all courses for printing purposes. When the print shop closed, we have been forced to use outside vendors for the printing of our course packs. We have taken everything digital that we can, however, when surveyed our students still overwhelmingly wanted their lab exercises to be turned in on paper. Each course has approximately 25 exercises and are printed into a spiral bound note book. These course packs were previously printed and sold at the COCC bookstore and now must be done with an outside vendor. We tried to have the students print them themselves and this turned out to be a serious logistical hurdle. I would like to raise course fees by 20.00 per course. The books cost around 14-16 dollars each currently (with out shipping, I pick them up). However, I am accounting for cost fluctuation and in case shipping is ever needed. Conversely, the COCC book store used to charge between 20 to 30 dollars per course pack, so the student is still paying less over all.

### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
  - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    - Identify suggested location in manual:
  - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"): Flat fee of 20.00/CRN
  - Other:

### **3. BUDGET IMPACT**

Since the close of the COCC print shop we have absorbed the cost in materials and supply budget for the department. However, this model is not sustainable.

### **4. IMPACTED DEPARTMENTS AND/OR PROGRAMS**

*List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)*

N/A

### **5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

N/A

### **6. OPERATIONAL IMPACT**

N/A

## **7. STUDENT IMPACT**

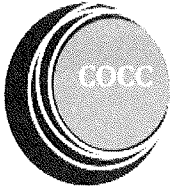
This will be cheaper overall for the students, much more convenient and more equitable.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

July 1 2024

## **9. MOTION TO BE RECOMMENDED**

Increase in course fee's for all Automotive courses of 20.00/CRN for printing cost



## Presentation/Proposal Form

### Multiple Updates for HR Policies and Procedures

Name: Rachel Knox

Date: 04/22/2024

Department: HR

Contact Information: rknox@cocc.edu | 541.383.7233

- ❖ Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Multiple updates for accuracy, clarity, and consistency needed for HR policies:

Oregon Sick Time/COCC Sick Leave Updates: HR-16-0 Sick Time, HR-16-2 Confidentiality, G-32-21.1 COCC Sick Leave, G-32-21.2 Oregon Sick Time (follow up from 2023 College Affairs request to remove 90-day waiting period).

Leave Without Pay G-32-12.2

Family Medical Leave Act (FMLA) HR-7-0 (required by state law)

Administrator of the Year G-29-0

Title changes for Administrator and Confidential Handbook

See attachment for all changes.

#### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
  - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    - Identify suggested location in manual:
  - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
  - Other:

**3. BUDGET IMPACT**

none

**4. IMPACTED DEPARTMENTS AND/OR PROGRAMS**

*List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)*

n/a

**5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

n/a

**6. OPERATIONAL IMPACT**

supervisor training and communication on updates

**7. STUDENT IMPACT**

n/a

**8. ANTICIPATED IMPLEMENTATION TIMELINE**

as soon as approved

**9. MOTION TO BE RECOMMENDED**

Move to approve changes to multiple HR procedures and policies.

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## Oregon Sick Time/COCC Sick Leave Updates

Current HR-16-0 Sick Time Procedure

*Issues: contains a broken link, is unclear about Oregon Sick Time vs COCC Sick leave*

HR-16-0 Sick Time Procedure

An employee must use at least a minimum of one (1) hour. To receive payment of sick time for qualified absences, employees must request these hours either on their electronic time sheet via their account on Bobcat Web (Web Time Entry). If not using the electronic time sheet, employee must submit for approval Leave Request Form to Payroll prior to the payroll deadline for the pay period in which the qualifying absence occurred.

Updates Requested to HR-16-0

**Update MAIN HR-16-0 TITLE to:** Sick Leave and Oregon Sick Time Procedure

**Update NESTED HR-16-0 TITLE to:** HR-16-0 Oregon Sick Time Procedure

**Update HR-16-0 text as follows:**

Revised: effective date approved by the President

An employee must use a minimum of one (1) hour of accrued COCC sick leave or Oregon sick time. To receive payment of COCC sick leave or Oregon sick time for qualified absences, employees must report these hours either on their electronic time sheet via their account on Bobcat Web (Web Time Entry) timesheet. If not using the electronic timesheet, an employee must submit for approval Leave Request Form to Payroll prior to the payroll deadline for the pay period in which the qualifying absence occurred.

Current HR-16-2 Confidentiality

*Issues: contains very narrow language on confidentiality that should be broader*

Oregon Sick Time, health information, documentation for victims of domestic violence, harassment, sexual assault or stalking must be kept confidential.

Updates Requested to HR-16-2 Confidentiality

**Update HR-16-2 text as follows:**

Revised: effective date approved by the President

Oregon sick time, COCC sick leave, information related to employee leaves, and medical or health information must be kept confidential. All documentation for victims of domestic violence, harassment, sexual assault or stalking must be kept confidential. See also COCC Policy G-28-4 Confidentiality.

Current G-32-21.1 COCC Sick Leave

*Issues: incorrect format for used for tracking GPM changes, links need updating, match language to other GPM references*

COCC sick leave accruals are specified in employee contracts and manuals. Details on sick leave accruals for Classified employees can be found in the Collective Bargaining Agreement (CBA) for the Classified Association of Central Oregon Community College (CACOCC). Details on sick leave accruals for Faculty can be found in the CBA for the COCC Faculty Forum or the CBA for the COCC Adult Basic Skills (ABS) Instructors/Oregon School Employees Association Chapter 700. The handbook for Administrators and Confidential employees contains details on sick leave accruals for these employee groups.



# Summary of Comments on Human Resources GPM Updates CA Proposal and Details Spring 2024.pdf

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Number: 1 Author: Rachel Knox Date: 4/8/2024 3:49:00 PM

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Leave Request Form link in HR-16-0 is broken.  
Check with Shelley and Galit

Number: 2 Author: Rachel Knox Date: 4/8/2024 3:49:00 PM

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Add link <https://www.cocc.edu/policies/general-policy-manual/general/confidentiality.aspx>

Classified, confidential, and irregular wage employees must report sick leave or sick time hours on their time sheet. Administrators and faculty report sick leave on leave reports in Bobcat Web. See HR-16-0 for sick leave reporting procedure.

Effective date 03/21/2023

Updates Requested G-32-21.1 COCC Sick Leave

**Update G-32-21.1 text as follows:**

Approved: 03/01/2023

Revised: effective date approved by the President

COCC sick leave accruals are specified in employee contracts and manuals. Details on sick leave accruals for Classified employees can be found in the Collective Bargaining Agreement (CBA) for the Classified Association of Central Oregon Community College (CACOCC). Details on sick leave accruals for Faculty can be found in the CBA for the COCC Faculty Forum or the CBA for the COCC Adult Basic Skills (ABS) Instructors/Oregon School Employees Association Chapter 700. The Administrator and Confidential Handbook contains details on sick leave accruals for the administrative and confidential employee groups. [Contracts and Manuals webpage](#).

Classified, confidential, and irregular wage employees must report sick leave or sick time hours on their timesheet. Administrators and faculty report sick leave on leave reports in Bobcat Web. See [COCC Procedure HR-16-0 Sick Leave and Sick Time Procedure](#) for reporting procedures.

Current G-32-21.2 Oregon Sick Time

*Issues: incorrect format for used for tracking GPM changes, in 2023 College Affairs asked that HR consider removing the 90-day waiting period. Policy and procedure language is updated to remove the waiting period, matched language to G-34.4.3 Faculty procedure (VPAA's office)*

Accrual of Oregon Sick Time under SB 454, ORS 653.601 to 653.661, OAR 839.007

Employees eligible for accrual of Oregon sick time accrue hours at the rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty (40) hours of sick time per calendar year. Hours worked includes overtime hours worked. A maximum of forty (40) hours of unused sick time may be carried over from one year to the subsequent year, up to a total of eighty (80) hours. Employees are provided electronic notice of the requirements of Oregon sick time. Eligible employees who have accrued sick time will receive quarterly email notifications to inform them of their accrued and unused sick time balance. Employees can see their sick time balance on their Bobcat Web account.

Accrued Oregon sick time is separate and distinct from COCC sick leave. Oregon sick time is not transferable, and does not count toward any PERS calculation. Employees cannot accrue both sick time and sick leave simultaneously.

Oregon Sick Time stipulates that sick time eligible employees are not entitled to be paid for accrued but unused sick time during employment or when their employment is terminated for any reason. Oregon sick time is not a vested benefit.

If an employee's COCC employment is terminated and the employee is rehired within one hundred and eighty (180) days of separation, any accrued, unused balance at the time of separation will be

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Number: 1      Author: Rachel Knox      Date: 4/8/2024 3:57:00 PM  
<https://www.cocc.edu/departments/human-resources/policies-procedures-compliance/contracts-and-manuals.aspx>

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Number: 2      Author: Rachel Knox      Date: 4/8/2024 4:00:00 PM  
<https://www.cocc.edu/policies/general-procedures-manual/human-resources/default.aspx>

reinstated. The days worked during the previous period of employment will count toward the ninety (90)-day waiting period before the accrued sick time may be used. If the employee's rehire date is greater than one hundred and eighty (180) days after separation, the employee will start accruing from a zero balance upon rehire and the ninety (90)-day waiting period will apply.

Oregon Sick Time Usage under SB 454, ORS 653.601 to 653.661, OAR 839.007

Eligible employees begin accruing sick time hours on their first day of employment. There is a ninety (90) day waiting period before sick time can be used for qualified absences. Sick time will be paid for qualified absences on the ninety-first (91st) day of employment.

An employee must use a minimum of one (1) hour per occurrence. Employees must report sick time hours on their time sheet. See HR-16-0 for sick time reporting procedure.

Accrued sick time may only be used for qualified absences. See HR-16-0 and the Oregon Bureau of Labor and Industries site for more details.

Effective date 03/21/2023

Updates Requested G-32-21.2 Oregon Sick Time

**Update text as follows:**

Approved: 03/21/2023

Revised: effective date approved by the President

Accrual of Oregon Sick Time under SB 454, ORS 653.601 to 653.661, OAR 839.007

Employees eligible for accrual of Oregon sick time accrue hours at the rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty (40) hours of sick time per calendar year. Hours worked includes overtime hours worked. A maximum of forty (40) hours of unused sick time may be carried over from one year to the subsequent year, up to a total of eighty (80) hours.

Eligible employees begin accruing sick time hours on their first day of employment at COCC. Accrued sick time may only be used for qualified absences. Employees earning Oregon sick time may access earned sick time for a qualified absence in the month after it is earned. Eligible employees who have accrued sick time will receive quarterly email notifications to inform them of their earned and available sick time balance. Employees can see their sick time balance on their Bobcat Web account.

Employees must use a minimum of one (1) hour of sick time per occurrence. Employees must report sick time hours on their time sheet. See [COCC General Procedure Manual HR-16-0 Sick Leave and Sick Time Procedure](#) for sick time reporting procedure.

Accrued Oregon sick time is separate and distinct from COCC sick leave. Oregon sick time is not transferable, and does not count toward any PERS calculation. Employees cannot accrue both sick time and sick leave simultaneously.

Oregon sick time stipulates that sick time eligible employees are not entitled to be paid for accrued but unused sick time during employment or when their employment is terminated for any reason. Oregon sick time is not a vested benefit.



If an employee's COCC employment is terminated and the employee is rehired within one hundred and eighty (180) days of separation, any accrued, unused balance at the time of separation will be reinstated. The days worked during the previous period of employment will count toward the ninety (90)-day waiting period before the accrued sick time may be used. If the employee's rehire date is greater than one hundred and eighty (180) days after separation, the employee will start accruing from a zero balance upon rehire.

See COCC Procedure HR-16-0 Sick Leave and Sick Time Procedure, COCC Policy G-34-4.3.1 Oregon SB 454, ORS 653.601 to 653.661, OAR 839.007, and the Oregon Bureau of Labor and Industries website for more details.

# Leave Without Pay

Current G-32-12.2 Leave Without Pay (non-FMLA/OFLA)

*Issues: Title needs updating for clarity. LWOP information in this policy is incomplete. Language related to information "below" is confusing and incorrect. Links and standard language need updating.*

Leave without pay (LWOP) is an issue collectively bargained. LWOP may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period). Conditions for granting of long-term LWOP may be found in the collective bargaining agreements for faculty and classified staff, and the Handbook for Exempt, Confidential, and Supervisory Staff. Conditions for granting of short-term LWOP are listed only under "Leave Approval Procedures" below.

Updates Requested to G-32-12.2

**Update title to:** Leave Without Pay (Non-FMLA, OFLA, Paid Leave Oregon)

**Update text to read as follows:**

Revised: effective date approved by the President

Leave without pay (LWOP) is an issue collectively bargained. LWOP may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period).

Conditions for granting of long-term LWOP may be found in the collective bargaining agreements for faculty and classified staff or the Administrator and Confidential Handbook. [Contracts and Manuals webpage](#).

Conditions for granting of short-term LWOP are listed in the [COCC GPM HR-6-0 Leave Without Pay Procedures](#).

Employees may only be placed on LWOP upon approval and once all accrued sick or vacation leave, as applicable, is exhausted. Employees who do not work their full FTE must use their accrued sick or vacation leave, as applicable, or follow the procedures for any protected leave for which they are eligible. Leaves related to a qualifying circumstance under FMLA, OFLA and/or Paid Leave Oregon, of any duration, should follow the procedure for such leaves.

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Number: 1 Author: Rachel Knox Date: 4/8/2024 3:57:00 PM  
<https://www.cocc.edu/departments/human-resources/policies-procedures-compliance/contracts-and-manuals.aspx>

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Number: 2 Author: Rachel Knox Date: 4/15/2024 4:52:00 PM  
Added this paragraph.



# Family Medical Leave Act (FMLA) Procedure

Current HR-7-0 Family Medical Leave Act (FMLA)

*Issues: Title and policy does not cover all protected leaves. The "FMLA year" was changed for COCC in 2023 as required by Oregon law with the start of Paid Leave Oregon.*

The "FMLA year" is considered to be a twelve- (12) month period, rolling backward for each employee. During the period of FMLA/OFLA leave, the employer's insurance contribution toward the health plan will continue at that level and under the conditions coverage would have been provided if the employee had continued to be employed continuously during the leave.

The Employer's determination of FMLA eligibility requires medical certification that the leave is needed due to an FMLA-qualifying condition of the employee or that of a member of the family. At the College's expense, a second opinion may be requested.

Updates Requested to HR-7-0

**Update title to:** Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Paid Leave Oregon (PLO)

**Update text to read as follows:**

Revised: effective date approved by the President

The College's FMLA, OFLA, and PLO "leave year" is considered to be a 52-week, rolling forward leave period for each employee. The College follows all state and federal requirements for protected leave periods. The College's insurance contribution toward an eligible employee's current health plan will continue at the level and under the conditions that coverage would have been provided if the employee had continued to be employed continuously during FMLA, OFLA, or PLO leave.

COCC's determination of FMLA or OFLA eligibility requires medical certification that the leave is needed due to an FMLA or OFLA-qualifying condition of the employee or that of a family member. At the College's expense, a second opinion may be requested. Paid Leave Oregon determines eligibility for COCC employees requesting PLO benefits and the College may request PLO certification or documentation of benefits when needed.

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Number: 1 Author: Rachel Knox Date: 4/9/2024 1:30:00 PM

COCC will implement a new way to calculate the leave benefit year for an employee needing to utilize protected leave compliant with a new bill, SB 999, recently passed by the Oregon State Legislature.

This law requires all employers covered by Oregon Family Leave Act (OFLA) to change their OFLA leave year to a 52-week "look forward" method that begins on the Sunday immediately before the date on which Paid Leave Oregon is scheduled to start. COCC currently follows a rolling backward 12-month leave period. Under Paid Leave Oregon, the leave period is also forward-looking.

COCC will move to a rolling forward leave period for calculating all protected leaves beginning September 3, 2023 to comply with the requirements of Senate Bill 999 and to align with the leave period established for Paid Leave Oregon. Employees will retain the full benefit based on individual eligibility for protected leave.

Procedure? A rolling forward calculation for protected leave looks at the 12-month period measured forward from either the date the employee's leave begins (FMLA) or from the Sunday before the first day of leave taken (Paid Leave Oregon and OFLA). The 12-month period for future requests will begin on the first date of such future leave. For example, Taylor takes protected leave beginning on Wednesday, October 11, 2023. Their 12-month leave period for Paid Leave Oregon and OFLA will be October 8, 2023 through October 7, 2024. Their 12-month leave period for FMLA will be October 11, 2023 through October 10, 2024.

# Administrator of the Year

Current G-29-0 Administrator of the Year Award

*Issues: Update nomination dates to meet the timeline to procure awards in time for the End of the Year Event, update probationary period for Administrators based on new handbook, update contact email, remove reference to Administrator salary levels.*

**Purpose:** An Award to recognize excellence in administration and includes a \$1,000 award, plus an individual plaque and name on a perpetual plaque.

**Eligibility:**

Current Administrator or Confidential employee who is no longer on a probationary contract.

(Administrator: In their fourth year or beyond of employment;

Confidential: beyond six months of employment)

Employee at .50 - 1.0 FTE.

Excludes members of the Senior Leadership Team and Administrators at a salary level of 32 or higher.

Nominee may not receive award more than once.

**Criteria:** The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

Outstanding performance in primary assignment.

Promotes and represents COCC in an enthusiastic manner.

Respects & motivates students and COCC employees.

Provides excellent service to students, faculty and staff.

Meets challenges, willing to take risks, innovative.

Fosters a positive work environment.

College/Foundation/Community involvement.

**Nomination Process:** Human Resources initiates and manages this award process. Human Resources, in coordination with the prior year award recipient, issues announcement of award. Nomination forms are sent to Human Resources who shares with the prior year award recipient. Review and selection committee consists of the prior year award recipient (as the chair) and additional members from various employee groups. Announcement of award nominations issued by April 15, nominations due by April 30. Committee must select the award recipient by May 15. Award is presented at the End-of-Year celebration. Administrator Of The Year Form to be used to submit recommendations.

Committee will consist of:

Previous year's award recipient (Chair)

Faculty member recommended by Faculty Senate

Classified member recommended by CACOCC

One Administrator recommended by Human Resources

Support: Human Resources will provide support to the committee as necessary

Updates Requested to G-29-0

**Update text to read as follows:**

Revised: effective date approved by the President

**Purpose:** An Award to recognize excellence in administration and includes a \$1,000 award, an individual plaque, and name on a perpetual plaque.

**Eligibility:**

- Current Administrator who has completed a full year with a satisfactory performance rating in a permanent, .50 – 1.0 FTE, administrative appointment.
- Current Confidential employee who has completed 6 months of employment with a satisfactory performance rating in a permanent, .50 – 1.0 FTE, confidential appointment
- Excludes members of the Senior Leadership Team.
- Administrators or confidential employees may not receive award more than once.

**Criteria:** The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

Outstanding performance in primary assignment.

Promotes and represents COCC in an enthusiastic manner.

Respects & motivates students and COCC employees.

Provides excellent service to students, faculty and staff.

Meets challenges, willing to take risks, innovative.

Fosters a positive work environment.

College/Foundation/Community involvement.

**Nomination Process:** Human Resources (HR) initiates and manages this award process. HR, in coordination with the prior year award recipient, issues an announcement to all staff by February 15 of the opening of the nomination period. Nomination forms are sent to [MyHR@cocc.edu](mailto:MyHR@cocc.edu). HR shares nominations with the prior year award recipient. Review and selection committee consists of the prior



year award recipient (as the chair) and additional members from various employee groups. Nominations are due by March 15. The committee must select the award recipient by March 30. The award is presented at the End-of-Year celebration. The Administrator Of the Year Form is used to submit recommendations.

Committee will consist of:

- Previous year's award recipient (Chair)
- Faculty member recommended by Faculty Senate
- Classified member recommended by CACOCC
- One Administrator recommended by HR
- Support: HR will provide support to the committee as necessary

## Title changes for Administrator and Confidential Handbook

Current G-32-15.4 Exempt, Confidential, Supervisory

*Issues: The COCC Administrator and Confidential Handbook was revised and published in March 2023. The title of the Handbook changed. "Exempt" is a Fair Labor Standards Act term and not an employee group. Supervisors are always Administrators and Supervisors are not an employee group. These two terms were inaccurate and were removed from the title of the handbook and all related references.*

Exempt, Confidential and Supervisory employees are requested to provide proper notice in writing of resignation or retirement. (See the Exempt, Confidential, and Supervisory Handbook for proper notice requirements.)

Updates Requested to G-32-15.4

**Update title and text as follows:**

**Update title to:** Administrator and Confidential Employees

Revised: effective date approved by the President

Administrator and Confidential employees are requested to provide proper notice in writing of resignation or retirement. See the Administrator and Confidential Handbook for procedures.

Current HR-5-0 Employee Evaluation Procedure

*Issues: The COCC Administrator and Confidential Handbook title update. Updated links.*

Faculty Evaluations (See Faculty section of the GP Manual)

Evaluation of Part-Time Faculty (See Faculty section of the GP Manual)

Non-represented/Regular Employee Evaluations (See Exempt, Confidential, and Supervisory Handbook.)

Classified Evaluations (See Collective Bargaining Agreement Between the Classified Association and the College.)

Updates Requested to HR-5-0

**Update text as follows:**

Faculty Evaluations (See Faculty section of the GP Manual)

Evaluation of Part-Time Faculty (See Faculty section of the GP Manual)

Non-represented/Regular Employee Evaluations (See the Administrator and Confidential Handbook)

Classified Evaluations (See Collective Bargaining Agreement Between the COCC and the Classified Association.)

Current G-32-17.3.4 Special Assignment Adjustments for Employees

*Issues: The COCC Administrator and Confidential Handbook title update.*

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President as outlined in the Exempt and Confidential Supervisory Handbook. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.

Update G-32-17.3.4

**Update text as follows:**

Revised: effective date approved by the President

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President as outlined in the Administrator and Confidential Handbook. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.